

Terms and Definitions

Acceptable Quality Level (AQL). The level of service that, for purposes of a sampling inspection, can be considered satisfactory.

Access. A specific type of interaction between a subject (i.e., person, process, or input device) an object (i.e., an AIS resource such as a record, file, program, output device) that results in the flow of information from one the other. Also, the ability and opportunity to obtain knowledge of classified, sensitive unclassified, or unclassified information.

Active Duty. Full-time duty in the active service (37 USC 101(18)) of a uniformed service.

Actual Cost. The subset of the trip record that represents the details of an actual trip taken that is used to compute the actual cost of a trip that is reimbursable to the traveler by the Government and submitted to the AO for approval.

Actual Reimbursable Cost. Those reimbursable costs approved by the AO for payment.

Administrative Contracting Officer (ACO). The official Government representative delegated authority by the Contracting Officer to administer the contract.

Advance Credits. A ticket refund credited by the CTO Contractor on the Central Billed Account, which allows the activity to receive immediate credit for unused tickets.

Air Force Instruction (AFI).

Air Force Morale, Welfare, and Recreation Advisory Board (AFMWRAB).

Air Force Morale, Welfare, and Recreation Fund (AFMWRF).

Air Force Policy Directive (AFPD).

Air Force Regulation (AFR).

Air Force Services Agency (AFSVA).

Air Mobility Command (AMC). A major Air Force command and U. S. Transportation Command component with single manager responsibilities for DoD airlift.

Air National Guard (ANG).

Airline Reporting Corporation (ARC).

Approved Should Cost Estimate. The digitally signed should cost estimate approved by the AO.

Army Morale, Welfare, and Recreation Fund (AMWRF).

Army National Guard (ARNG).

Army Regulation (AR).

Arrangements only traveler. A connected traveler that is unable to use simplified entitlements (e.g., PCS), or whose supporting finance systems are unable to process EC/EDI transactions from the CUI. This includes part-time reservists until their order writing systems are interfaced.

Audit. An independent review and examination of system records and activities to test for adequacy of system controls, to ensure compliance with established policy and operational procedures, and to recommend any indicated changes in controls, policy, or procedures.

Authorizing Official (AO). A supervisory official delegated authority to direct official travel and obligate travel funds in support of organizational mission needs.

Automated teller machines (ATM).

Back Office System. A computer software package used to generate management information reports and perform financial accounting.

Base Fare. The ticketed price excluding taxes.

Blanket Travel Orders. Travel orders issued to individuals who regularly and frequently make trips away from their PDS within certain geographical limits and do not require separate AO approval. DEFENSE TRAVEL SYSTEM replaces the current blanket travel order concept with the self-authorizing official.

Block Leave. Scheduled periods during which members of military units or organizations are encouraged to take annual leave.

Bureau of Naval Personnel (BUPERS) instruction (BUPERSINST).

Business Travel. For the purposes of the Defense Travel System, travel required to conduct mission related business at one or more locations other than the permanent duty station) with return to the same permanent duty station. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes local travel, but not leave or evacuation.

Category (CAT) B Service. Movement of passengers in planeload lots on commercial aircraft chartered by Air Mobility Command (AMC). Flights operate between military and/or commercial airports. Now called Patriot Express.

Category (CAT) Z Service. Individual passenger fares that are negotiated with U. S. flag carriers exclusively for DoD use on regularly scheduled commercial flights between U. S. and overseas points.

Central Billed Account (CBA). An account for the purchase of official transportation tickets established between the Government and a GSA corporate charge system contractor.

Certificate. Public key certificates are digital documents that, at a minimum, contain the name and public key of a user, and are digitally signed by a certification authority (CA). The purpose of a certificate is to reliably associate a users name and public key.

Change Order. A written order, signed by the Contracting Officer, directing the Contractor to make a change that the Changes clause authorizes the Contracting Officer to order without the Contractor's consent.

Checkbook. A fund control mechanism that provides a balance of funds available to an AO for travel.

Code of Federal Regulations (CFR)

Commercial Sponsorship. An agreement between the Contractor and the major command or local MWR activity to provide logistical or financial support for a scheduled event. The Contractor may coordinate with its travel partners, such as airlines, hotels, or other suppliers, for co-sponsorship. Commercial sponsorship includes public recognition of the commercial sponsor.

Commercial Travel Office (CTO). An office providing commercial travel services for a DoD activity and eligible patrons under the contract. May also be referred to as Travel Office.

Commercial Travel Services. Servicing of customer requests for the full range of commercial travel reservations and ticketing, to include: air, bus, rail, and water ticketing; Government and commercial lodging reservations; rental car arrangements; and ticket and itinerary delivery. Service includes full range of leisure travel services.

Commission. Any recompense, compensation, or reward to a Contractor, when the same is calculated, in whole or in part, as a percentage on the amount of the transaction or in any manner as a flat-fee. This term includes any rebates, fees, or discounts received by the Contractor.

Common User Interface (CUI). The vendor furnished hardware and software that integrates the necessary functions and performs calculations for the DEFENSE TRAVEL SYSTEM.

Computed Reimbursable Cost. Those costs claimed by the traveler that are authorized for payment to the traveler.

Concession Fee. The amount paid to a designated MWRF stated as a percentage of leisure sales, collected by the Contractor. Concession fees do not apply to taxes and refunds.

Connected Traveler. Someone who can access the CUI via the web, client/server or telnet.

Connectivity. The ability to use automation to connect to the CUI.

Consolidated Ticket Programs. Ticket distribution programs operated by the Services, i.e. COMNAV San Diego and Air Forces Services Agency, that consolidate the purchasing power of DoD in order to acquire the most favorable prices for admission passes to national and regional attractions.

Continental United States (CONUS). The 48 contiguous states and the District of Columbia.

Contingencies. Unanticipated increases or decreases in the level of performance. .

Contract Manager. The Contractor employee responsible for managing the contract for all locations.

Contract Modification. Any written change in the terms of the contract.

Contracting Officer (KO). The person who has the authority to enter into, administer, and terminate the contract, and make related determination and findings.

Contracting Officer's Representative (COR). Individuals designated in writing by the Contracting Officer to maintain liaison with the Contractor and to monitor Contractor performance. The COR does not have the authority to change any terms or conditions of the contract.

Contractor. Entity to whom the contract was awarded and must provide services as stipulated in the PWS.

Defense Accounting and Disbursing Systems (DADS).

Defense Information Systems Agency (DISA). DoD agency responsible for the maintenance of the DII.

Defense Finance and Accounting Service (DFAS).

Defense Switched Network (DSN).

Defense Travel Administration (DTA). DoD function responsible for managing travel at an organizational level.

Defense Travel Area (TA). A geographic grouping of states or areas of the world for the purpose of managing travel services within the DoD.

Defense Travel Region (DTR). The travel area designated as DTR 6 in the initial Defense Travel System solicitation.

Defense Travel System (DTS). An integrated process that supports the DoD in accomplishing their worldwide mission. Mission essential travel is conducted utilizing a simplified set of standardized travel policies and entitlements facilitated by an automated support system designed to reduce the use of paper and streamline the approval and payment processes. Not to be confused with the Defense Transportation System.

Department of Defense (DoD). Includes Departments of the Army, Navy, and Air Force, the Marine Corps, the Reserve Components, and all other offices and agencies of the DoD.

Department of Defense Directive (DODD or DOD DIR).

Department of Defense Instruction (DODI or DOD INST).

Deployment, Group and Unit Travel. Travel of groups of people together including units traveling in support of combat missions, peacekeeping, disaster relief, field or maneuver training, and sea duty when troops are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities during deployment or group travel.

Deployment (CUI). The process of providing the CUI functionally, connectivity, and services to DoD travelers and commercial travel offices.

Digital Signature. A data unit that allows a recipient of a message to prove the source and integrity of the message.

Direct Access. Refers to the Contractor's sole authority to promote, market, sell, receive orders for, or deliver travel services on DTR 6 sites to all eligible personnel.

Direct Travel Services. That portion of Travel Services specifically related to the proposal type (official or leisure).

Disbursing Office(r) (DO).

Discounts. Up-front reductions by the Contractor on all official travel as a percentage of total official air, bus, rail, and water travel sales. Discounts do not apply to taxes, refunds, voided tickets, or wholly or partially unused tickets.

Electronic Funds Transfer (EFT).

Eligible Patrons (Leisure Travel). Individuals authorized to obtain personal travel services from contract locations. Generally, this includes military personnel on active duty, members of the Reserve Component (active and inactive Reservists, National Guard, and ROTC personnel while they are in a training status), retired personnel, DoD civilian employees, Government contractors on the installation or site, the family members for each category of user, and accompanied guests. In certain circumstances, services may also be extended to unaccompanied guests, such as family or friends of trainees desiring to make travel arrangements in conjunction with their attendance at a graduation, award, or promotion ceremony. The leisure COR will provide authorization for the Contractor to provide services to certain classes of unaccompanied guests.

Emergency Travel Services. Travel services made on behalf of individuals based on family crisis such as death or serious illness of a family member. Emergency travel services will usually be verified on the leave authorization document, or from documentation provided by the American Red Cross or similar organization. Some emergency travel may be authorized as official travel (Government-paid), and some may be categorized as unofficial travel (individual must pay). The Government shall determine eligibility for official travel support. Some emergency travel arrangements may include both official and unofficial travel segments.

Enhancement. Something offered above and beyond the requirements of the contract.

Exclusivity. The Government's commitment to the Contractor that no competing travel services provider's explicit or implicit conduct of business on a given DoD site will be allowed. Exclusivity does not extend to venues over which the installation commander or site director lacks control, examples of which include: advertisements in installation commercial newspapers or telephone directories published by non-Government printers as a commercial venture, group travel events organized by private organizations and restricted to members of their bona fide guests, and direct mail solicitations from competing commercial travel offices. Other instances may arise which the Contracting Officer determines to be outside the authority or control of the Government to restrict.

EXODUS Travel. The annual, coordinated mass movement of personnel from training locations, resulting from either completion of training or a planned temporary adjournment of training such as typically occurs during the year-end holiday period. Transactions involving EXODUS travel are considered leisure travel for purposes of the contract.

Federal Acquisition Regulation (FAR).

Fees. Discounts, commissions, concession payments, etc. made by the Contractor to the Government.

Finance Office(r) (FO).

Full Time Equivalent (FTE). Number of man-hours committed per week by the Contractor to staff a travel office. The FTEs are inclusive of full time and part-time reservation clerks and may be expressed as a whole number and or fractions.

General Services Administration (GSA).

Global Distribution System (GDS). On-line, transaction processing system with access to computer-based carrier reservation systems capable of providing lowest cost fare evaluations, reservations, ticketing, related travel, and accessory services.

Government Furnished Information (GFI).

Government Entity. A DoD employee designated by local command authority who will input and digitally sign in the CUI the actual expense data from the manually signed travel claim from a traveler who does not have reasonable access to the CUI.

Government Messing. Service organizational meal facilities usually located on a military activity. Use of these facilities may be directed in travel orders.

Government Quarters/Lodging. Government-owned or contracted facilities that provide lodging accommodations, usually located on a military activity. Use of these facilities may be directed in travel orders.

Government Transportation Office (GTO). The office appointed by the commander of a military activity to perform traffic management functions for official travel.

Government Transportation Request (GTR). A written request of the U. S. Government (Standard Form 1169) for the purpose of procuring transportation or other authorized services chargeable to the Government.

Government Travel Card. GSA procured commercial charge system contractor charge card, issued for the purpose of procuring transportation and other authorized services that are payable by the Government in the performance of official travel.

Gross Sales. The total dollars paid by the customers for all services rendered or goods sold, whether paid to the Contractor or paid to the actual service provider or retailer based upon arrangements made by the Contractor and for which the Contractor receives compensation. Fees payable to MWR Funds shall be based on gross unofficial travel sales (less taxes and refunds).

Installation Morale, Welfare and Recreation Fund (IMWRF).

Installation Representative. The individual designated by the Contracting Officer to be the point of contact for oversight of the contract at an installation. Specific terminology applied to the position may vary by Service Department, i.e., ACOR, QAE, etc. Installation Representatives do not have the authority to change any terms or conditions of the contract and are in the technical chain of the Program Manager for each Service Department.

Information, Ticketing, and Registration Office/Information, Tours, and Travel Office/Information, Tours, and Tickets Office (ITR/ITT). These offices are intended to supplement and complement services provided by the CTO and will not be competitive. Services provided by ITR/ITT offices may include information concerning regional events, attractions and points of interest; ticket sales; services to the drive travel market including lodging and ancillary arrangements at drive destinations; group travel arrangements, which do not involve air or cruise arrangements (unless such arrangements are arranged and promoted jointly by the ITR/ITT and the Contractor); and sale of travel related publications such as camping guides, coupon books and the like, and/or small retail items.

International Air Transport Association (IATA).

International Merchant Purchase Authorization Card (IMPAC). The IMPAC card is a GSA procured commercial charge system contractor charge card issued for small purchases.

Joint Federal Travel Regulations (Volume 1) (JFTR).

Joint Travel Regulations (Volume 2) (JTR).

Leisure Travel. Any travel which is not official travel. Leisure travel services include all commercial and non-commercial types of travel services offered at military locations.

Leisure Travel In Conjunction With (ICW) Official Travel. Travel services requested by a traveler concurrent with, and/or in addition to, authorized official travel. This service shall be restricted to point-to-point tickets, auto rental, and lodging arrangements. All additional expenses resulting from personal arrangements made ICW official travel shall be at the individual traveler's expense. These arrangements shall be made for the official duty traveler only.

Leisure Travel Services. The MWR program encompassing two subprograms: CTO leisure travel and ITR/ITT Offices.

Line of Accounting. A data entity representing a DoD account which may be used to finance travel.

Local Travel. Travel conducted in the vicinity of the PDS that does not involve overnight lodging.

Local Tours. Group travel to events or attractions in the geographic proximity of the military activity. Most group tours have historically been accomplished via dedicated bus. Group tours may be marketed to all eligible patrons. Components of local tours usually consist of transportation, overnight lodging when necessary, and a general or detailed itinerary at the destination(s). Local tours are typically escorted by trained personnel (tour guides).

Low Cost Fare Guarantee. For leisure travel, the Contractor's assurance to customers that prices paid for travel arrangements were the lowest available at the time of ticketing in accordance with the traveler's preferences, including consideration of alternative departure times or dates, routings, and the Contractor's provision for compensation when the guarantee has not been met. The low cost guarantee should be applicable equally to tickets issued on scheduled common carriers, charter arrangements, travel packages including cruises, and ground arrangements including hotels and vehicle rentals. Where special arrangements are found to exist between off-installation travel providers and their "preferred vendors" which result in a lower price for a specific travel product than the Contractor can provide, the Contractor shall have the capability to offer customers products with similar or superior amenities at a comparable price.

Management information systems (MIS).

Marine Corps Order (MCO).

Military Entrance Processing Station (MEPS).

Military Ticket Voucher Program. Sequentially numbered vouchers supplied by U. S. Army Community and Family Support Command to ITT/ITR offices. Process includes customer prepayment to installation ITT/ITR offices and customer exchange of the voucher at attractions or lodging facilities for admission or room nights. The issuing ITT/ITR office is responsible to pay third party vendors in accordance with the terms of each vendor agreement.

Military Traffic Management Command (MTMC). A major Army command and U. S. Transportation Command component with single traffic manager responsibilities for DoD.

Mode. Method of travel by air, water, or surface, or any combination thereof.

Morale, Welfare, and Recreation (MWR).

Morale, Welfare, and Recreation Fund (MWRF).

National, Regional, and Local Attractions. Points of interest or scheduled events located off the military activity. Attractions are marketed on a national basis and within a geographic region or locality that includes the military activity.

Net Ticket Fare. The ticket cost after the Contractor discount is applied. It includes the full tax amount.

Nonappropriated Fund Instrumentality (NAF/NAFI). A fiscal entity established by authority of the Service Secretaries, for the purpose of administering monies not appropriated by the Congress, but derived primarily from the patronage of Armed Forces personnel; and for which monies are held in trust and used for the collective benefit of military personnel and their family members or civilian employees of the DoD. Nonappropriated fund entities and their related activities are not incorporated under the laws of any state or the District of Columbia, but are instrumentalities of the United States established to conduct activities essential to the operation of DoD and its individual Departments.

Nonappropriated Fund Official Travel. Travel in performance of official business authorized by valid travel orders and paid for from nonappropriated funds. This is considered official travel for purposes of the contract. Travel services shall be provided in the same manner as appropriated fund travel. The Contractor shall establish a trip record in the CUI with a should cost estimate. All accounting actions and travel claims will be handled according to local procedures.

Normal Duty Hours. Generally 0800-1700 (military time) Monday - Friday excluding federal holidays. Normal duty hours may vary between agencies at the discretion of the Government. Actual hours of operation for each location will be established by the COR, consistent with mission requirements. For leisure travel, actual hours of operation will be established consistent with mission requirements by the leisure COR and normally will duplicate operating hours of the ITR/ITT when collocated. Hours of operation may require later opening and closing hours, weekend opening, and operation on some Federal holidays with advance notice provided by the leisure COR.

OCONUS. Outside the continental United States (includes Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, the territories and the possessions of the U. S., and all other overseas locations).

Official Travel. All authorized travel in connection with Government business and paid for from either appropriated or nonappropriated funds. This includes TDY travel, PCS travel, evacuation travel, travel by Reserve Component members, and civilians on invitational travel orders.

Official Trip Record. A trip record becomes official when an obligation is created for the trip in a DoD accounting system.

OPLOCS. Operating locations belonging to DFAS.

Outreach Strategy. The approach to effectively communicating information in support of Defense Travel System implementation to DoD personnel worldwide.

Package Tours. Leisure travel arrangements that may include, but are not limited to, arrangements for transportation, lodging, shuttle service and/or ground transportation at destination, local tours, and meals.

Passenger Name Record (PNR).

Patriot Express. Formerly known as **Category (CAT) B Service**. Movement of passengers in planeload lots on commercial aircraft chartered by Air Mobility Command (AMC). Flights operate between military and/or commercial airports.

Peak Business Period. That period of time when leisure travel business is predominant, usually on a daily basis between 1100 and 1300 and after 1600 until closing. On a monthly basis, leisure business peaks on and immediately following a military payday, in late spring and early summer months, and prior to the year-end holiday period.

Percent of ARC Rate (PAR). The monthly payment of shared commission made by the Contractor to the Government.

Performance Work Statement (PWS).

Permanent Change of Station (PCS). The assignment, detail, or transfer of a member, employee, or unit to a different permanent duty station under official travel orders which neither specify the duty as temporary, nor provide for further assignment to a new permanent duty station, or direct return to the old permanent duty station. It also includes home to first PDS and last PDS to home.

Permanent Duty Station (PDS). The designated post of duty or official station, including a ship, to which an employee or member is assigned or attached for duty other than TDY. The limits of the PDS are the ship, or corporate limits of the city or town in which the PDS is located. If not stationed in an incorporated city or town, the official station is the reservation, station, or established area.

Permanently Nonconnected. Someone belonging to **an organization that has no way** to access the CUI.

Personal Profile. Data applicable to a specific traveler.

Point of Contact (POC).

Prepaid Ticket Advice (PTA). Notification by the Contractor to a carrier for the issuance of prepaid transportation.

Privately Owned Conveyance (POC). For the purpose of mileage reimbursement, a POC is any mode of transportation, other than a Government conveyance or a common carrier, used by a traveler to perform official travel which is either owned by or on loan to the traveler, or has been rented by the traveler when rental hasn't been specifically authorized by the AO.

Privately Owned Vehicle (POV).

Program Manager. The position at each Service Department Headquarters that is responsible for oversight and management of the commercial travel program. There will usually be separate program managers for Official Travel and for Leisure Travel. Program Managers do not have the authority to change any terms or conditions of the contract, however, changes that impact services at any installation sites for which they are responsible must be coordinated with the appropriate Service Department Program Manager. The Program Manager will directly coordinate with the Contracting Office and the Contractor(s) concerning on-site operations, promotions, and other issues. The COR at the Project Management Office shall be informed of major actions or initiatives undertaken ICW the contract.

Proportional Meal Rate. The average of the Government meal rate and the meals portion of the applicable Meals and Incidental Expenses (M&IE) rate for the TDY location, rounded to the nearest dollar.

Quality Assurance (QA). Those actions taken by the Government to assure that services provided by the Contractor meet the requirements of the contract.

Quality Assurance Evaluators (QAE). Individuals designated in writing by the Contracting Officer to maintain liaison with the COR and the Contractor and to monitor Contractor performance at local sites.

Quality Control Plan (QCP). The Contractor's written plan detailing Contractor actions to ensure standards and requirements of the contract are met.

Request For Proposal (RFP).

Reserve Components. Army National Guard, Air National Guard, U. S. Army Reserve, U. S. Naval Reserve, U. S. Marine Corps Reserve, and U. S. Air Force Reserve

Reserve Officer's Training Corps (ROTC).

Satellite Ticket Printer (STP).

Scheduled Common Carrier. Any carrier (air, land, or water) other than chartered or military aircraft, operated by a licensed carrier to transport passengers for hire. It does not include rented or private vehicles, or hotel or other courtesy vehicles, i.e., for which fare is not paid.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Senior Executive Service (SES).

Should Cost Estimate. An accurate estimate of total costs that a proposed trip, based on the planned and booked arrangements and maximum entitlements, is expected to cost the Government using a single-source data entry which can be updated throughout the travel process.

Statement of Work (SOW).

Standard Industry Rate. The amount or rate of commission paid for air travel to a majority of travel agents or commercial travel offices in the commercial travel industry.

Statistical Collection of Passenger Travel (STATCO). A passenger transportation data collection system for official DoD travel.

Surge Requirements. Travel volume requirements that are out of the ordinary, i.e. due to an exercise, contingency, group deployment, EXODUS travel, or holiday travel.

Temporary Duty (TDY) Travel. Duty at one or more locations, other than the permanent duty station (PDS), at which a member performs TDY under orders which provide for further assignment, or pending further assignment, to a new PDS or for return to the old PDS upon completion of TDY. It also includes that period spent at a location while processing for separation from the Service, release from active duty, placement on the temporary disability retired list, or retirement, when the last PDS is different from the location where the processing is accomplished. It includes duty traditionally called temporary additional duty (TAD). There are three types of TDY travel with different entitlements: business travel; schoolhouse training travel; and deployment, group and unit travel.

Temporarily not using the CUI as a traveler. Someone that normally has CUI access, but at that given point in time is unable to access the CUI (e.g. LAN is down).

Third Party Sales. Arrangements made by the Contractor for services provided by a supplier whereby payment is made directly to the supplier by the traveler.

Transaction (CUI). The process that results in the final payment of a completed trip record. It includes all functions that utilize the CUI that are required to produce a trip record from the beginning of the travel process to the end of the travel process.

Transaction Fee (CUI). The end-to-end cost associated with utilizing the CUI in the travel process - ending in the final payment of a completed trip record by DFAS. The fee will average in costs for partial trip records, such as: canceled trip records, arrangements only trips, should cost estimates, trip record status inquiries, local travel, trip record amendments, and other reoccurring costs.

Transportation Officer (TO). Person(s) designated to perform traffic management functions. May also be called the Installation Transportation Officer (ITO), Traffic Manager (TM), Traffic Management Officer (TMO), Passenger Transportation Officer (PTO), Passenger Travel Specialist, Movement Control Team (MCT) or Branch Movement Control Team (BMCT).

Travel Authorization. For temporary duty travel, the “should cost” estimate; for other official travel, a travel order. Both are approved by an authorized Government representative and direct military member(s) or civilian employee(s) to travel between designated points.

Travel Fairs/Travel Shows. Any scheduled display or demonstration of travel opportunities available through the CTO and/or ITR/ITT office(s). A travel fair is a large-scale community event usually promoted to all segments of the military population, featuring a diverse range of vendors and destinations. A travel show is a small-scale presentation scheduled to promote a narrow range of vacation opportunities; for example, cruises, or a single attraction at a destination. Travel shows may also be arranged to benefit or inform a restricted audience, such as a luncheon program for a private organization.

Travel Management Services. Traditional commercial travel services such as reservations and ticketing for all modes of travel, Government and commercial lodging reservations, rental car arrangements, ticket delivery, and support services.

Travel Services. All aspects related to the planning, execution, and payment of travel worldwide. This includes common user interface (CUI) services as well as travel management services.

Travel Packet. Provided by the Contractor to the traveler and includes but is not limited to the trip record, advance seat assignment, advance boarding passes, ticket, rental car, and hotel confirmations.

Traveler. Individual(s) who are to receive or has received travel services from the Contractor.

Travelers not using the CUI. Someone who does not have desktop access or a government entity to originate a travel authorization in the CUI.

Trip. An instance of travel (planned, completed, or canceled).

Trip Record. All data associated with a specific trip for a specific traveler that serves as the request for travel, documentation of booked travel arrangements, identification and justification of exceptions to policy, approval of travel to include the should cost estimate, the travel claim, approval of actual expenses, record of all payments, and all financial accounting information associated with the trip. Trip records shall be uniquely identified DoD-wide.

Uniformed Service(s). United States Army (USA), United States Air Force (USAF), United States Navy (USN), United States Marine Corps (USMC), United States Coast Guard (USCG), Public Health Services (PHS), and National Oceanic and Atmospheric Administration (NOAA).

United States Transportation Command (USTRANSCOM). The unified command which is the DoD single manager for sea, land, and air transportation in both peace and war.

U. S. Army Community and Family Support Center (CFSC).

U. S. Air Force Reserve (USAFR).

U. S. Army Reserve (USAR).

U. S. Marine Corps Reserve (USMCR).

U. S. Naval Reserve (USNR).

Verbal Orders. Occasionally, urgent or unusual situations require that official travel begin or be performed before a written travel order can be issued. When this occurs, the order-issuing official will promptly issue a confirmatory travel order. A verbal order given in advance of travel and subsequently confirmed in writing, giving date of the verbal order, and approved by competent authority will meet the requirement for written orders.